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Board of County Commissioners Agenda Request 2

Date of Meeting: June 28, 2005

Date Submitted: June 22, 2005

To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator
Alan Rosenzweig, Director, Office of Management and Budget
Subject: Ratification of the June 14, 2005 Preliminary FY 2005/2006 Budget Workshop

Statement of Issue:

Ratification of Board actions taken at the June 14, 2005 preliminary FY 2005/2006 budget workshop.

Background:

On June 14, 2005, the Board held a workshop to provide guidance to staff regarding the development of the FY 2005/2006 Annual Operating Budget and 5 Year Capital Improvement Program.

Analysis:

In accordance with the actions during the workshop on June 14, 2005, the Board accepted staff's general overview of the initial budget plan, and approved the following:

1. ***Discussion Item #1 – FY05/06 Pay Increases for Career Service Employees***
 - a. Include in the FY 05/06 a pay increase for all full-time career service employees in an amount equal to the greater of 5% or \$1,000 and maintain the current one-time \$400-\$600 merit bonus system until Human Resources has a new program in place.
2. ***Discussion Item #2 – Commissioner's Travel***
 - a. Include \$3,000 in Commissioner Thael's budget for travel associated with F.A.C. Board activities.
3. ***Discussion Item #3 – Woodville Library***
 - a. Reallocated the \$850,000 for the proposed Woodville Library as follows: \$450,000 to Woodville Community Center and \$400,000 to a reserve for other Community Centers to be addressed during a workshop.
4. ***Discussion Item #4 – Target Area Sewer Systems***
 - a. Include \$250,000 in preliminary funding for the Target Water and Sewer Area. Program the sales tax extension out year funds to the Target Water and Sewer Areas (to include Harbinwood, Centerville Trace and Woodville), and direct staff to schedule two public hearings to amend the current sales tax extension project list.
5. ***Discussion Item #5 – Sheriff Work Camp***
 - a. Provide \$600,000 in the FY05/06 Budget towards a Sheriff Work Camp which will include training and vocational education programs.

6. ***Discussion Item #6 – Non-Departmental Funding Requests***

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- a. Incorporate the following funding recommendations into the FY2005/2006 Leon County Budget:
- Celebrate America - \$2,500
 - Celtic Festival - \$5,000
 - Dr. Martin Luther King Day - \$2,000
 - Apalachee Regional Planning Council - \$5,000
 - Cultural Resource Commission – Art Agency - \$165,000
 - Cultural Resource Commission – Grants - \$407,000
 - DISC Village – \$107,000
 - Keep Tallahassee/Leon County Beautiful - \$15,000
 - San Luis Mission - \$50,000
 - St. Francis Wildlife Foundation - \$75,000 (includes \$30,000 in additional funding as approved by the Board)
 - Tallahassee Senior Citizen Foundation - \$141,351
 - Tallahassee Trust - Historic Preservation - \$62,500
 - Big Brothers/Big Sisters - \$25,000
 - Legal Services – Low Income Families - \$40,000
 - Legal Aid – Indigent Citizen Services (additional \$23,000 in one-time funding as approved by the Board.)
- b. Adopt a base amount of \$1,072,351 (the 2005/06 recommended) for non-departmental funding with an annual increase tied to lesser of the Consumer Price Index (CPI) or 5%, plus any amount allocated to the Economic Development Council for the upcoming fiscal year.
- c. Amend Policy No. 00-4 to state that programs eligible for CHSP funding shall only be funded through either the CHSP process or the Commissioners Discretionary Account. Human service agency projects not eligible for CHSP funding shall go through the non-departmental request process or the emergency funds for CHSP agencies, as adopted by the Board on November 30, 2004.
- d. Develop a policy for the distribution of emergency repair funds for CHSP agencies.
- e. Require agencies requesting funding for a festival or event to submit documentation on how the funds are to be expended and how the County is acknowledged for its contribution (i.e., listed in a program, banner, etc.).
- f. Move the funding for the Apalachee Regional Planning Council to the Membership account under Administration.
- g. Direct the Leon County Animal Control Department to manage the Saint Francis Wildlife Association contract. Require quarterly activities reports that separate the pickup from incorporated/unincorporated areas and field pickups from pickups at veterinarian offices.

7. Discussion Item #7 – Community Center Funding

- a. Approve the realignment of community center responsibilities to the Parks and Recreation Division and the creation of two FTEs and a proposed operating and capital budget of \$218,468 for fiscal year 2005/06 to coordinate community center responsibilities and provide periodic maintenance.
- b. Authorize staff to revise Policy No. 02-6, relating to “County Community Service Facilities,” to require community center boards to enter into a \$1.00 annual lease agreement with the County detailing the roles and responsibilities of both parties.
- c. Approve staff recommendation to require joint partners of community centers to enter a contractual agreement with the County detailing cost sharing or operational support for the operating expenses of a shared community center.

8. Discussion Item #8 – Chaires Volunteer Fire Department Funding Request

- a. Directed Chaires Volunteer Fire Department to resubmit request for the purchase of a new extrication pump for the actual cost of the pump, not to exceed \$8,000, to be paid from the

current year General Fund Contingency.

9. Discussion Item #9 – Energy Performance Contract for County Facilities

a. Authorize staff to proceed with the development of an energy performance contract with ESG for the benefit of County building facilities, and to present this information to the Board for formal approval at a regular-scheduled meeting. Authorize ESG to solicit bids associated with the finance of this project.

0. Discussion Item #10 – Funding for the Solid Waste Management 5-Year Business Plan

a. Direct the County Attorney to amend the current Solid Waste Ordinance to establish tipping fee rates by resolution. Also, approved the five year proforma and corresponding tipping fee increases for FY2007 through FY2010.

1. Discussion Item #11 – Asian Tiger Mosquito/Hand-Fogging Program

Implement the following as it relates to the Asian Tiger Mosquito/Hand-Fogging Program:

- a. Modify the current hand-fogging "Fee for Service" program to include a limit of two (2) no-charge service requests per individual property per calendar year and a charge of \$25 for each additional service request.
- b. Approve the amendment to the current Mosquito Control Hand Fogging Fee for Service Resolution (Attachment #1).
- c. Authorize the transfer of \$25,000 for the General Fund Contingency to the Mosquito Control Fund for FY2004/2005. (Staff will continue to monitor this revenue stream and will make adjustments during the year end close out process as necessary).

2. Discussion Item #12 – Discussion of the Department of Growth and Environmental Management Service Fee Analysis

- a. Directed staff to agenda the Growth and Environmental Management (GEM) Fee Study after the Board has considered the recommendations of the GEM Permitting Process Improvement Citizen's Focus Group.

3. Discussion Item #13 – Creation of a Small Business Enterprise Program and an Economic Development Office

- a. Directed staff to return to the Board, for further direction once it has more fully defined its recommendations for adding a SBE component, to enhance procurement participation by local small businesses, which includes FAMU SBDC providing assessments, training, referrals and certification services at no cost.
- b. Directed staff to place EDC's \$210,000 in abeyance; conduct a financial review of how funds have been expended and report findings to the Board in a workshop; conduct a workshop with the City to coordinate overall economic development funding.

4. Discussion Item #14 – Establishing Maximum FY05/06 Millage Rates

- a. Eliminated the \$50,000 Growth Management Consultant to review/revise the County Land Development Regulations.
- b. Reduced the requested full-time receptionist in the County Attorney's Office to part-time for cost savings of approximately \$19,000.
- c. Increased Courthouse parking fee from \$30 to \$50 a month for employees. Fiscal impact is an increase of \$100,320 in revenues.
- d. Provided an additional \$15,000 to the Library for the Small Business Development Center.
- e. Directed staff to conduct a workshop on the sidewalk program.
- f. Directed Team Child to submit the \$45,000 request for funding to the Public Safety Coordinating Council (PSCC) for approval. The \$45,000 will be included in the FY05/06 budget and only released upon the recommendation of the PSCC and approval by the Board.

- g. Directed Mothers in Crisis to submit the \$50,000 one-time request for funding to the PSCC for approval. Funds will only be released upon the recommendation of the PSCC and approval by the Board. The \$50,000 will be taken from the FY04/05 General Fund Contingency (Attachment #2).
- h. Set aside \$56,000 for a one-time match to fund Project Hope. The funds are to be released based on cash matches from the private sector. In-kind services will not count toward the match. This provision will expire as of September 30, 2006.
- i. Allocate at least \$100,000 toward one-time bonuses for Senior Management employees. The funds will be available pending the final Property Values to be certified from the Property Appraiser on July 1st. Additional funds may be allocated, pending the Property Appraiser's final Property Values certification. Allocation method is to be determined by the County Administrator via an agenda item to the Commission.
- j. Approved the maximum annual millage rates as follows:
 - Countywide 8.54 mills
 - Primary Healthcare MSTU 0.12 mills
 - Emergency Medical Services (EMS) MSTU 0.5 mills

Options:

1. Ratify actions taken at the Preliminary FY 2005/2006 Budget Workshop.
2. Board Direction.

Recommendation:

Option #1

Attachments

1. Resolution for Mosquito Control Hand-Fogging Program Fee for Services
2. General Contingency Fund Update

Additional Information

1. Ratification of the June 14th, 2005 Preliminary FY 2005/2006 Budget Workshop and Approve the Allocation of Additional Property Tax Revenue for the FY2005/2006 Tentative Budget

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